



SECONDARY SCHOOL PRINCIPAL CHECKLIST INSTRUCTIONS NOVEMBER 2010

Important Information and Resources

How to access the “Student Data Collection Process: 2010–2011 Timelines”

- Go to www.eqao.com;
- click “login” (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click “Grade 9 Assessment” or “OSSLT”;
- click “Student Data Collection System—Resources” and
- click “Timelines.”

How to access *A Guide for Principals Preparing for EQAO Tests*

- Go to www.eqao.com;
- click “login” (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click “Grade 9 Assessment” or “OSSLT”;
- click “Student Data Collection System—Resources” and
- click “A Guide for Principals Preparing for EQAO Tests.”

How to access “Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances: Guidelines for Schools and School Boards”

- Go to www.eqao.com;
- click “login” (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click “Grade 9 Assessment” or “OSSLT”;
- click “Student Data Collection System—Resources” and
- click “Accounting and Reporting EQAO Results for Students with Unique or Special Circumstances: Guidelines for Schools and School Boards.”

Grade 9 Assessment of Mathematics, Winter 2011

How to access the *Grade 9 Assessment of Mathematics Administration Guide, 2011*

- Go to www.eqao.com;
- click “Educator Resources”;
- click “Grade 9 Assessment of Mathematics” and
- click “Grade 9 Assessment of Mathematics Administration Guide, 2011.”

How to access the *Grade 9 Assessment of Mathematics Guide for Accommodations and Special Provisions, 2011*

- Go to www.eqao.com;
- click “Educator Resources”;
- click “Grade 9 Assessment of Mathematics” and
- click “Grade 9 Assessment of Mathematics Guide for Accommodations and Special Provisions, 2011.”

How to access “Professional Responsibilities for the Administration of the Grade 9 Assessment of Mathematics”

- Go to www.eqao.com;
- click “Educator Resources”;
- click “Grade 9 Assessment of Mathematics” and
- click “Professional Responsibilities for the Administration of the Grade 9 Assessment of Mathematics.”

How to access “EQAO Policies and Procedures”

- Go to www.eqao.com;
- click “Educator Resources”;
- click “Grade 9 Assessment of Mathematics” and
- click “EQAO Policies and Procedures.”

How to access the “2010–2011 Bulletin for Teachers”

- Go to www.eqao.com;
- click “Educator Resources”;
- click “Grade 9 Assessment of Mathematics” and
- click “2010–2011 Bulletin for Teachers.”

How to access the SDC system

- Go to www.eqao.com;
- click “login” (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click “Grade 9 Assessment” and
- click “Student Data Collection System, Winter 2011.”

The purpose of the “Comparison Summary” is to highlight any differences between this year’s and last year’s data. Large unexplained differences will alert you to information that should be checked for accuracy.

How to access the student data “Comparison Summary”

- Go to www.eqao.com;
 - click “login” (top right);
 - enter your user ID and password (you can retrieve your user ID and password from the login page);
 - click “Grade 9 Assessment”;
 - click “Student Data Collection System, Winter 2011”;
 - click “Next”;
 - click the tab “Resources and Reports”;
 - click “Reports” and
 - click “Download” below “Comparison Summary.”
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SECONDARY SCHOOL PRINCIPAL CHECKLIST INSTRUCTIONS DECEMBER 2010

Grade 9 Assessment of Mathematics, Winter 2011

How to access the SDC system

- Go to www.eqao.com;
- click "login" (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click "Grade 9 Assessment" and
- click "Student Data Collection System, Winter 2011."

The purpose of the "Comparison Summary" is to highlight any differences between this year's and last year's data. Large unexplained differences will alert you to information that should be checked for accuracy.

How to access the student data "Comparison Summary"

- Go to www.eqao.com;
 - click "login" (top right);
 - enter your user ID and password (you can retrieve your user ID and password from the login page);
 - click "Grade 9 Assessment";
 - click "Student Data Collection System, Winter 2011";
 - click "Next";
 - click the tab "Resources and Reports";
 - click "Reports" and
 - click "Download" below "Comparison Summary."
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SECONDARY SCHOOL PRINCIPAL CHECKLIST INSTRUCTIONS JANUARY 2011

Grade 9 Assessment of Mathematics, Winter 2011

How to access the SDC system

- Go to www.eqao.com;
- click "login" (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click "Grade 9 Assessment" and
- click "Student Data Collection System, Winter 2011."

Schools that have ordered the Grade 9 Assessment of Mathematics, Winter 2011 in assistive technology formats will be able to download them from the SDC system starting at 9:00 a.m. on Tuesday, January 4, 2011. The download of the assistive technology versions **can be completed only at the school level**.

How to access assistive technology formats

- Go to www.eqao.com;
- click "login" (top right);
- enter your user ID and password (you can retrieve your user ID and password from the login page);
- click "Grade 9 Assessment";
- click "Student Data Collection System, Winter 2011";
- click "Next";
- under the "Tasks" tab, click "Download Assistive Technology Format" (this button appears only for schools that have ordered an assistive technology format);
- for security, enter your password and click "Submit" and
- download the formats you require.

Reminder: All electronic versions of the assessments and responses must be deleted by the end of September 2011. Schools are asked to keep a copy of the students' work until the Preliminary Student Summary phase is over, in case any issues arise.

Pre-Arranged Pickup of Return Shipment

Your materials will be picked up **between 9:00 a.m. and 4:00 p.m. on Monday, January 24.**

Please ensure that your school's assessment materials are packed and ready for UPS by **9:00 a.m. on Monday, January 24.**